

Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)
Progress Report: FY 2016 Quarter 1 covering September 1, 2015 – November 30, 2015 (submitted December 11, 2015)

TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
Note: Due Dates reflect approved 6-month extension of the project through February 28, 2016 as noted in revised Scope of Work.			
Contract Executed September 18, 2012			
1.2	Quarterly Progress Report FY13 Q-1 No. 1 Quarterly Progress Report FY13 Q-2 No. 2 Quarterly Progress Report FY13 Q-3 No. 3 Quarterly Progress Report FY13 Q-4 No. 4 Quarterly Progress Report FY14 Q-1 No. 5 Quarterly Progress Report FY14 Q-2 No. 6 Quarterly Progress Report FY14 Q-3 No. 7 Quarterly Progress Report FY14 Q-4 No. 8 Quarterly Progress Report FY15 Q-1 No. 9 Quarterly Progress Report FY15 Q-2 No. 10 Quarterly Progress Report FY15 Q-3 No. 11 Quarterly Progress Report FY15 Q-4 No. 12 Quarterly Progress Report FY16 Q-1 No. 13	Dec. 15, 2012 Mar. 15, 2013 Jun. 15, 2013 Sep. 15, 2013 Dec. 15, 2013 Mar. 15, 2014 Jun. 15, 2014 Sep. 15, 2014 Dec. 15, 2014 Mar. 15, 2015 Jun. 15, 2015 Sep. 15, 2015 Dec. 15, 2015	Dec. 14, 2012 Mar. 15, 2013 Jun. 14, 2013 Sep. 13, 2013 Dec. 13, 2013 Mar. 18, 2014 Jun. 11, 2014 Sep. 12, 2014 Dec. 15, 2015 Mar. 13, 2015 Jun. 11, 2015 Sep. 11, 2015 Dec. 10, 2015
1.3	Contract Communication Post-Award Meeting Post Award Meeting Minutes Quarterly Communication Minutes	Oct., 18, 2012 Dec. 15, 2012 Quarterly with QPR	Held Sep. 21, 2012 at TCEQ Offices in Austin Submitted with Dec. 2012 QPR Oct. 30, 2015 TIAER and TCEQ PM had a conference call. A summary of items discussed at this meeting is included as Attachment #1.
1.4	Annual Report Article FY13 Annual Report Article FY14 Annual Report Article FY15	Upon Request Upon Request Upon Request	
1.5	Project Coordination Meeting with EPA	Sep 30, 2014	Occurred between TCEQ and EPA in fall 2014.
2.1	QAPP Planning Meeting with City of Killeen	Oct. 18, 2012	Held in conjunction with post-award meeting on Sep. 21, 2012. Additional meeting held Feb. 11, 2013 between TIAER and City of Killeen to discuss the QAPP and Monitoring plan drafts. Task Completed.

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2.2	Draft QAPP for Monitoring	Nov. 16, 2012 Jan. 15, 2013	Delayed due to delays in securing subcontract with the City of Killeen, anticipated submittal Jan. 15, 2013 noted in 1st Quarter QPR. Feb. 22, 2013 - Draft Monitoring QAPP sent to TCEQ for review. Received comments Mar. 28 and responded with final revision dated Apr. 17, 2013 and QAPP approved May 2, 2013. Task Completed.
2.3	Draft QAPP for Modeling	Nov. 16, 2012 Jan. 15, 2013	Delayed due to delays in securing subcontract with the City of Killeen, anticipated submittal Jan. 15, 2013 noted in 1st Quarter QPR. Feb. 22, 2013 – Draft Modeling QAPP sent to TCEQ for review. Received comment Apr. 4 and responded with final revision dated May 13, 2013 approved May 16, 2013. Task Completed.
2.4	QAPP Updates FY14 FY15	No less that 60 days prior to end of effective period	FY14 Annual revision to Monitoring QAPP approved Mar. 6, 2014. FY14 Annual certification for Modeling QAPP approved Feb. 12, 2014. FY15 Annual certification for Monitoring and Modeling QAPPs approved Feb. 6, 2015.
2.5	QAPP Amendments Draft QAPP Amendments Final	As needed As needed	No activity this quarter
2.6	Data Submittals (quarterly data submittals requested by TCEQ PM)	Mar. 15, 2013 Jun. 15, 2013 Sep. 15, 2013 Dec. 15, 2013 Mar. 15, 2014 Jun. 15, 2014 Sep. 15, 2014 Dec. 15, 2014 Mar. 15, 2015	Data collection started in May 2013 with approval of monitoring QAPP. First data submittal sent Sep. 13, 2013. Second submittal sent Dec. 16, 2013 Third submittal sent Mar. 12, 2014 Forth submittal Jun. 13, 2014 Fifth submittal Sep. 10, 2014 Sixth submittal Dec. 11, 2014 Seventh submittal Mar. 9, 2015

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TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
		Jun. 15, 2015 Aug. 15, 2015	Eighth submittal Jun. 11, 2015 Final Data submittal Jul. 22, 2015
3.1	Draft PPP Final PPP	Dec. 15, 2012 Jan. 15, 2013 Mar. 15, 2013	Delayed due to delays in securing subcontract with City of Killeen Feb. 25, 2013 – Submitted to TCEQ PM Mar. 4, 2013 – PPP approved by TCEQ PM. Mar. 5, 2013 – Distributed final PPP in PDF form to project partners and TCEQ PM.
3.2 – 3.5	Stakeholder Group Development, Activities, Meetings and Project Dissemination	Bi-annually	Meeting with Administrative Stakeholders - April 29, 2013 (Killeen Utility Collections Building) Public Meetings - July 31, 2013 (Killeen Utility Collections Building) Sep. 5, 2013 (Harker Heights Activity Center) Jan. 16, 2014 (Killeen Civic Center) Sep. 25, 2014 (Killeen Transportation Services Building) Oct. 8, 2015 (Killeen Transportation Services Building) Scheduled meeting for Jan 20, 2016 (Harker Heights Activity Center)
3.6	Draft Building Partnerships – Element E, Part A Report Final Building Partner ships – Element E, Part A Report	Mar. 15, 2013 Aug. 15, 2015 Jan. 29, 2016	Mar. 4, 2013 – TCEQ PM gave final approval of PPP and approved document was sent in PDF form to project partners. To be updated as needed. Final revision due date revised with project extension.
4.1-4.2	Inventory of existing data and GIS representation for watershed in shapefile or ArcGIS grid format	Revised due date Dec. 5, 2014	Draft report completed and delivered to TCEQ Dec. 5, 2014 with maps of GIS data for the watershed.
4.3	Draft Watershed Characterization Report (Data Inventory Report)	Revised due date Dec. 5, 2014	Draft completed and delivered to TCEQ Dec. 5, 2014. Comments received from TCEQ Jan. 12, 2015.

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TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
	Final Watershed Characterization Report (Data Inventory Report)	Revised due date Feb. 20, 2015 Apr. 15, 2015 May 28, 2015	Extension requested for final report. Revisions submitted 28 May 2015 to TCEQ with response to comments. Further revision requested based on comments to Source Survey Report received June 16, 2015. Modified version sent July 14, 2015 and approved by TCEQ July 17, 2015.
5.2	Draft Water Quality Monitoring Plan Final Water Quality Monitoring Plan	Nov. 16, 2012 Jan. 15, 2013 Dec. 15, 2012 Within two weeks of receipt of comments from TCEQ	Extension requested due to delays in securing subcontract with City of Killeen. Reconnaissance and planning meeting held between TIAER and CoK Jan. 18, 2013 Submitted to TCEQ PM for review Feb. 22, 2013 and approved Mar. 8, 2013. Task Completed.
5.3	Source Survey Technical Report	Dec. 15, 2014	Draft completed and delivered to TCEQ Dec. 15, 2014. Comments received from TCEQ Jan. 28, 2015. Revisions and response to comments submitted to TCEQ May 28, 2015. Further comments received June 16, 2015. Modified version sent July 3, 2015 and approved by TCEQ July 7, 2015.
5.5	Draft Watershed Characterization – Phase 2 Report (Monitoring Report) Final Watershed Characterization – Phase 2 Report (Monitoring Report)	Revised due date Apr. 15, 2015 Aug. 31, 2015 Jun. 15, 2015 Nov. 30, 2015	Extension requested as initial date was set prior to when monitoring for the project would be completed. Draft submitted to TCEQ Sep. 10, 2015 Accepted by TCEQ without revisions Sep. 17, 2015.
6.2	Watershed maps that identify potential cause and sources of water quality problems	Jun. 15, 2015 Jul. 31, 2015 Aug. 31, 2015	Extension to Aug. 31 requested in quarterly conference call on July 16. Deliverable submitted as part of Loading Report on Aug. 31, 2015.
6.5	Draft Watershed Characterization Phase 3 Report with Loadings Final Watershed Characterization Phase 3 Report with Loadings	June 15, 2015 Jul. 31, 2015 Aug. 31, 2015	Extension to Aug. 31 requested in quarterly conference call on July 16 as noted in Attachment #1. Submitted Aug. 31, 2015

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TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
		Jul. 15, 2015 Nov. 30, 2015	Revisions and response to comments submitted to TCEQ Nov. 23, 2015 with approval received Dec. 1, 2015.
7.1	Define Education Goals	Mar. 15, 2013	Strategies for reaching targeted audience outlined in PPP
7.2	Identify Target Audience	Mar. 15, 2013	Target audience identified in PPP
7.3	Design Implementation Measures	Mar. 15, 2013	Identified in PPP
7.4	Evaluate Education and Outreach Program FY13 FY14 FY15	Sep. 15, 2013 Sep. 15, 2014 Sep. 15, 2015	Review of PPP
7.5	Draft Information & Education Plan Report Final Information & Education Plan Report	Jun. 15, 2015 Oct. 30, 2015 Jul. 15, 2015 Nov. 30, 2015	Due dates revised with 6-month extension of project. Draft submitted Nov. 18, 2015 to TCEQ. Comments received from TCEQ Nov. 19, 2015. Revisions and response to comments submitted to TCEQ Dec. 8, 2015 and approved by TCEQ same day.
8.1- 8.2	Draft Project Report Final Project Report	Jul. 15, 2015 Dec. 18, 2015 Aug. 15, 2015 Feb. 28, 2015	

GENERAL COMMENTS

TASK	COMMENTS/ACTIVITIES
1. Project Administration	Project administrative duties occurred as needed including emails, quarterly communication, development of quarterly progress reports and reimbursement requests. Invoicing issues for reimbursement of project expenses are making progress and being worked out between TCEQ and Sponsored Research Service (SRS) with the Texas A&M University System, which handles TIAER invoicing.
2. Quality Assurance	No changes needed to QAPPs. Final water quality data submitted to TCEQ for SWQMIS during last quarter.
3. Building Partnerships	Public stakeholder meeting held October 8, 2015 at the City of Killeen Transportation Training Room, 3201 –A S. W.S. Young Drive, Killeen, TX 76542 (6 to 8 pm). Final stakeholder meeting scheduled for January 20, 2016 Harker Heights Activity Center.
4. Watershed Characterization – Data Inventory	Report approved by TCEQ July 17, 2015. TASK COMPLETED
5. Watershed Characterization – Data Collection and Analysis	Monitoring for the project was completed on June 10, 2015. Draft Watershed Characterization – Phase 2 Report prepared (also known as the “Monitoring Data Report”) and submitted to TCEQ for review Sep. 10, 2015. Report approved by TCEQ without revisions Sep. 17, 2015. TASK COMPLETED
6. Identification of Causes and Sources of Pollution and Estimation of Pollutant Loads	Draft “Loadings Report” with SELECT and LDCs completed and submitted to TCEQ for review August 31, 2015. Revisions and response to comments submitted to TCEQ Nov. 23, 2015 with approval from TCEQ received Dec. 1, 2015. TASK COMPLETED
7. Information and Education Component	Draft submitted Nov. 18, 2015 to TCEQ. Comments received from TCEQ Nov. 19, 2015. Revisions and response to comments submitted to TCEQ Dec. 8, 2015 and approved by TCEQ same day. TASK COMPLETED
8. Project Report	On going

Attachment #1
Minutes from Quarterly Project Communication

Nolan Creek Project Conference Call – Minutes

Date: Friday October 30, 2015

Time: 10:30 – 10:50 am

Participants: Anne McFarland – TIAER, Leah Taylor – TIAER, and Megan Wilson – TCEQ

Topics Discussed:

Invoicing – Update from last project conference call – invoices for FY14 are caught up. As for FY15 invoices – the 1st quarter invoices have cleared. Invoicing is still behind, but progress has been made.

Budget – Budget amendment discussed at last project conference call is in place. Spending on project is being monitored so project funds are spent down. Anne is working on revising TIAER's subcontract with the City of Killeen.

QAPP Amendment – The need for an amendment to the QAPP as mentioned in the previous project conference call will no longer be needed.

Update on Reports:

- PPP (Task 3.6) – Report approved back in 2013, but to be updated, as needed.
- Data Inventory (Task 4.3) & Source Survey (Task 5.3) Reports – These have now been approved by TCEQ and are available for public review.
- Monitoring Report (Task 5.5) – have now been approved by TCEQ and are available for public review.
- Loadings Report (SELECT & LDCs – Task 6.5) – TIAER has submitted the draft report to TCEQ. TCEQ has reviewed and replied with comments, however due to technical difficulties comments were not received. TCEQ sent the report to TIAER (Leah) via FTP for comment review. TIAER will address comments and return to TCEQ.
- Information & Education Plan Report (Task 7.5) – currently being worked on by Leah. Extension for draft due date has been asked by TIAER. TCEQ approved this extension. The new due date for the draft Information & Education Plan Report is set for November 13, 2015.
- Final project report (Task 8) – goal of completion by December 18 still the target.

Next Stakeholder Meeting – The timing of the next stakeholder meeting was discussed. A tentative date for the next public stakeholder meeting is tentatively set for January 14, 2016. *[Kristina checking with Mark Hyde on conducting the meeting in Harker Heights.]*

Start of the FY16 Project (WPP) – Discussed a start date of March 1, 2016, so there would not be administrative overlap between the two projects. As for QPRs, they will still need to be submitted for EPA reporting purposes, however, there will be no activity recorded on them.